

## About Master Documents

Word can assemble a set of Word documents in a Master Document. This is useful when you have documents from disparate sources that need to be put together for printing with a common table of contents and/or page numbers. The master document contains the TOC and page numbers, which it applies to all the subdocuments it contains.

The feature is not well-documented or featured by Microsoft because it is buggy. If you create a master document as a long-term way to organize a set of documents, editing those subdocuments can corrupt the whole structure. You can lose all access to the content in the subdocuments.

That's why we created this add-in: to automate the creation of *disposable* master documents. We *strongly* recommend that you create a master document for printing or PDF creation, then **immediately delete it**. Do not keep it long-term! Do not edit the subdocuments while they are in the master document! If you notice a spelling error, delete the master document, fix the mistake, then recreate the master document for your final print or PDF.

Because of this potential problem, use this add-in *at your own risk*. **We are not responsible for document corruption or data loss in your documents.**

## Your Choice: Add-in or Template

If you often create master documents, you can install the file *Master Document Assembler.dotm* as an Add-in, so it is available whenever Word is open. Please see the **Installation** section on the next page for details.

If you only create Master Documents occasionally, you can store the file *Master Document Assembler.dotm* anywhere in your Documents folder. Simply double-click on the file to create a new document, add a table of contents and page numbers, then add the subdocuments.

## Creating Master Documents

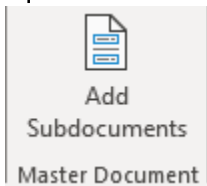
Create a folder that contains your collection of Word documents. You can add a number to the beginning of each file name: the macro will then arrange them in numeric order. Select the **Insert** tab, then click on **Add Subdocuments** and choose the folder where your subdocuments are stored. Your current active document will be used for the master document and the subdocuments will be added to it. Add a table of contents if needed, then print the file or save it as a PDF. Finally, delete the master document. Your subdocuments will not be deleted by doing this.

## Installation

These instructions assume you are using Office's default Startup folder. If you have customized that location, please copy the add-in to your custom Startup folder instead.

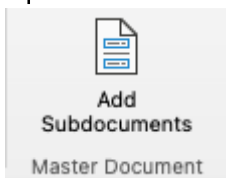
### Word for Windows:

1. Close Word
2. Open a File Explorer Window and paste this into the address bar:  
%appdata%\Microsoft\Word\STARTUP  
Press the **Return** key.
3. Copy the **Master Document Assembler.dotm** into the **STARTUP** folder.
4. Open Word and choose the Insert tab. You should see the icon below added to the right end of the Ribbon:



### Word for Mac:

1. Close Word.
2. In the Finder, hold down the **Option** key while clicking on **Go** in the macOS menu bar. Choose **Library**. Your hidden user Library folder opens.
3. In the Library window, open **~/Library/Group Containers/UBF8T346G9.Office/User Content/Startup/Word/**.
4. Copy the **Master Document Assembler.dotm** file to the **Startup/Word** folder.
5. Open Word and choose the **Insert** tab. You should see the icon below added to the right end of the Ribbon:



## Uninstallation

### Word for Windows:

1. Close Word
2. Open a File Explorer Window and paste this into the address bar:  
%appdata%\Microsoft\Word\STARTUP  
Press the **Return** key.
3. Drag the **Master Document Assembler.dotm** file out of the folder to your desktop or the recycle bin.
4. Restart Word and check the Insert tab to ensure the *Add Subdocuments* icon no longer appears.

### Word for Mac:

1. Close Word
2. In the Finder, hold down the **Option** key while clicking on **Go** in the macOS menu bar. Choose **Library**. Your hidden user Library folder opens.
3. In the Library window, open ~/Library/Group Containers/UBF8T346G9.Office/User Content/Startup/Word/.
4. Drag the **Master Document Assembler.dotm** file out of the folder to your desktop or the trash.
5. Restart Word and check the Insert tab to ensure the *Add Subdocuments* icon no longer appears.

## Bug Reports

We're always looking to improve this add-in. Please email John Korchok at [production@brandwares.com](mailto:production@brandwares.com) about any bugs or problems you have in using this add-in. Please include the exact wording of any error messages or a screen shot, along with the circumstances that produced the error.